United Nations ST/IC/2006/24*

Secretariat

15 June 2006

Information circular**

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Revalidation of official "G" visas**

1. The Secretariat has received from the United States Mission to the United Nations a note verbale dated 22 May 2006 in which it informs the Secretariat of the new procedures for the revalidation of official "G" visas (see annex).

Procedures

2. According to the note verbale, the United States Mission will no longer accept non-electronic applications for revalidation of official "G" visas as of 1 July 2006.

3. Staff members applying to renew their G-4 visas must still complete form PT.61 (Application for G visa), which should always be obtained from the forms website to ensure that it provides up-to-date information. In addition to form PT.61, staff members must now also attach a completed United States Department of State form DS-1648 (form DS-1648) following the instructions provided by the United States Mission in the attached note verbale. That form is accessible online at www.travel.state.gov/visa/frvi/forms/forms_1342.html.

4. All fields contained in form DS-1648 must be completed and must reflect the applicant's current passport information exactly as it appears in his or her passport. Detailed instructions for completing all fields of form DS-1648 can be found in the instructions attached to form PT.61.

5. Form DS-1648 requires that staff members include their personal identification number (PID). Under prior practice, upon receipt of applications for renewal of G visas, the Travel and Transportation Section would inform the United States Mission of the PID of the requesting staff members. Under the new policy, staff members must include their PIDs in form DS-1648. To assist staff members in determining their PIDs, the Travel and Transportation Section has established an online tool for staff to look up their PIDs using their index numbers and date of birth. When submitted, staff members will be provided their PIDs as well as the PIDs of their

* Reissued for technical reasons.

** The present circular will be in effect until further notice.

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family members and household employees holding G-5 visas. That site is located on the iSeek page of the Travel and Transportation Section, under Visas, G-4 Visas (see Find your PID Number). The Travel and Transportation Section site can be found under Topics/Travel. Similar look-up tools will be made available for staff members of United Nations programmes and funds. Staff members are encouraged to retain PID numbers in a safe place for future reference. In case the PID is not listed, staff members of the Secretariat should send an e-mail to info-TTS@un.org. Staff members of United Nations programmes and funds should contact the travel desk of their respective organization.

6. Upon completion of form DS-1648, staff members should print out the form, which will contain a two-dimensional barcode. Once printed, staff members may not alter the form. Any alteration of the form, including hand corrections, will result in it being returned to the staff member for correction.

7. According to the information provided by the United States Mission, there is no limit to the number of times form DS-1648 can be corrected, adjusted and reprinted by staff members. Staff members are encouraged to check that the information set out in the form is accurate, complete and in the format requested by the Mission.

8. Upon completion of forms PT.61 and DS-1648 (both in duplicate) staff members should submit those documents to their executive or administrative office with their national passport. After the executive or administrative office has certified the completed forms, staff members should hand deliver the completed forms, together with the passport, to the Travel and Transportation Section, which will place an official United Nations seal on the DS-1648 forms and forward them to the United States Mission. Once received by the United States Mission, the forms will be scanned into the Mission's database and, assuming all information provided is correct, the Mission will take the appropriate steps to revalidate the G visas.

9. ST/IC/2001/27 on visa status in the United States of America will be amended to reflect the changes in applicable procedures, where appropriate.

Annex

Note verbale dated 22 May 2006 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to announce new procedures which will, in many cases, result in more rapid revalidation of official "G" visas.

After 1 July 2006, the United States Mission no longer will accept non-electronic applications. Effective immediately, the United States Mission strongly urges the United Nations Secretariat to submit all requests for revalidation of official "G" visas by completing an electronic version of form DS-1648 (Application for A, G, or NATO visa). All United Nations personnel are urged to access the United States Department of State website to obtain forms and instructions. Personnel may access, complete, and print form DS-1648 by following these instructions:

1. Go to: www.travel.state.gov/visa/frvi/forms/forms_1342.html, "Visa Application Forms".
2. Under the section entitled "Non-immigrant Visa Application", click on "DS-1648", which brings the user to "Electronic Visa Application Forms".
3. Click on "DS-1648" at the bottom of the page.
4. Complete the form DS-1648 online. Please ensure that the name of the applicant is exactly as it appears in his or her passport, and that the application reflects the applicant's current passport information, and that the date is provided in the format of day/month/year (dd/mm/yyyy).
5. When you have completed the form, click on "Continue".
6. The completed form will appear on your computer screen. Print the form, including the new second page, which will contain a two-dimensional barcode.
7. Please ensure that the applicant has signed the printed form and that the authorizing officer at the United Nations has attached the United Nations official seal.
8. Please staple the two pages together, and staple (far right edge) one passport-sized photograph taken within the past six months with a full-face view of a white background. The staple should not cover any part of the subject in the photo.
9. If family members are applying separately from the principal, please also submit the original passport and I-94 form of the principal. If the principal's visa has expired/is about to expire, submit a new visa application for the principal.

The United States Mission remains committed to providing efficient visa services. After **1 July 2006, the United States Mission will no longer accept non-electronic applications.**

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurances of its highest consideration.